

# PROCESS TAILORING



# DFAS STANDARD SOFTWARE PROCESS

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DFAS has adopted the Software Engineering Institute's Capability Maturity Model (CMM) for Software as its methodology for software process improvement.

Organization Process Definition (OPD), a Level 3 Key Process Area (KPA) of the CMM, specifies the need for an organizational standard software process.



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The DFAS Standard Software (Systems Engineering) Process has been established as a series of scenarios:

- System Life Cycle (SLC)
- System Modification Scenario (SMS)
- System Operations Scenario (SOS)
- Software Subcontract Management Scenario (SSMS)

These scenarios establish the framework for developing or modifying software within DFAS. The standard software process enables the organization to improve process maturity throughout DFAS. These scenarios contain tasks that satisfy the CMM Levels 2 and 3 KPAs.

Reference: DFAS 8430.1-R, Chapter 1



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The CMM addresses tailoring in the following areas:

- **OPD, Activity 4** Guidelines and criteria for the projects' tailoring of the organization's standard software process are developed and maintained.

This activity outlines the requirement for tailoring guidelines.

- ▮ **ISM, Activity 1** The project's defined software process is developed by tailoring the organization's standard software process according to a documented procedure.

This activity establishes the requirement for projects to determine their need to tailor the standard software process.



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## Waivers

Enclosure 2 to the AIS SPI Strategy describes procedures for requesting a waiver for exemption from implementing the Standard Software Process.

Criteria for waiver is generally for systems that are legacy systems with a life expectancy of one and one-half years or less.

Site TSO Directors submit written waivers to the Director, Systems Engineering Support Office for review and recommendation to the Director, Infrastructure Services

Organization who approves or disapproves the



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If a system does not request and receive a waiver from the Standard Software Process, all tasks in the applicable scenario must be performed unless annotated as optional in the scenario or unless a tailored software process has been approved.

Tailoring is defined as those actions taken to modify a standard document or a standard process to better match process or product requirements.



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DFAS has established [tailoring guidelines](#). Circumstances requiring tailoring of the DFAS standard software process include:

- Optional tasks
  - ▢ Reordering of tasks
  - ▢ Additional tasks
  - ▢ Tasks customer performs

Tailoring may be necessary for:

- ▢ Continued use of development tools to support maintenance on existing systems
- ▢ Development of software for current unique operating environments or target platforms
- ▢ Accommodation of unique customer requirements or agreements



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## The Tailoring Process

Using a copy of the scenario, create the project's Tailored Software Process by:

- ➡ Arranging the tasks to best suit the customer and business needs
- ▢ Noting any changes in order
- ▢ Marking through any tasks not performed
- ▢ Adding any project-specific tasks

It is recommended that task names not be changed since it allows for easier sharing among projects and sites.





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## **Procedures**

Procedures outlined in the tailored software process may vary from those in the scenario depending on agreements with customers, sequence of tasks, and local restrictions. The procedures in the scenario must reference or link to particular parts of a local document or be defined by a set of detailed procedures.



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Samples from the Process Asset Library (PAL)  
(see DFAS ePortal)

**STARFIARS-MOD** - Indianapolis

(tailored from DRAFT SMS Release 5)

**DBMS** - Columbus

**TFS** - Kansas City

**SABRS** - Kansas City

**CAPS** - Indianapolis

**IAD** - Kansas City



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## Approval Procedures

- ⇒ Site SQA staff reviews document for compliance with tailoring guidelines and any site standards
- Site TSO Director reviews and forwards to Systems Engineering Support Office
- The Director, Systems Engineering Support Office reviews and approves the tailored software process **or** returns it to the site TSO Director documenting why it cannot be approved



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## **Project's Defined Software Process**

- ◆ Derived from the project's tailored software process
- ◆ Completes the details - the “how” the task will be accomplished
  - ◆ Roles
  - ◆ Criteria
  - ◆ Timeframes
  - ◆ Detailed procedures
- ◆ Procedures must refer back to scenario or tailored software process procedures